



**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

**ADULT USE SPECIAL EXCEPTION APPLICATION
ALCOHOLIC BEVERAGES FOR OFF-PREMISE CONSUMPTION**



Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call 664-4752.
2. Contact the Virginia Department of Alcoholic Beverage Control located at 1103 S. Military Highway, PO Box 1486, Chesapeake, VA 23327-1486; Telephone No.: 757-424-6700.
3. Submit completed application with all required attachments including:
 - Exhibit A, Description of Operations (attached)
 - Survey/Site Plan
 - Floor Plan (completed by and registered design professional)
 - Check for required application fee made payable to the City of Norfolk (see [fee schedule](#)).
 - ◊ Application fee includes a non-refundable \$5 technology surcharge.
4. Contact appropriate Civic League prior to public hearing. Applicant must provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will review application to determine completeness.
6. Staff to post legal notice of application request in Virginian Pilot and on property and photograph subject property.
7. The Planning Commission will visit the site on the 2nd Wednesday of the month. It is not necessary for the applicant to be present.
8. Prior to the public hearing the applicant may receive a copy of conditions pertaining to the request that staff is recommending. **Please review the conditions.** If you have any questions or concerns, please contact staff. If you understand and do not oppose the conditions please return a signed copy of the conditions to the appropriate Planning staff person.
9. Applicant **must** attend public hearing:

► Where: City Hall Building
11th Floor, Council Chambers

► Time: 1:45 p.m.: If the applicant has not provided a signed copy of the applicable conditions to Planning staff.

2:15 p.m.: If the applicant has provided a signed copy of the applicable conditions to Planning staff.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES

5TH FLOOR
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Application Procedures cont.

10. During the Commission's hearing:
 - ▶ Applicant must register to speak
 - ▶ Staff will present application and recommendation with conditions
 - ▶ Applicant/representative may make a presentation
 - ▶ Proponents may speak
 - ▶ Opponents may speak
 - ▶ Rebuttal
11. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
12. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the Council's agenda).
13. In accordance with *The City of Norfolk Zoning Ordinance*, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the adoption of the ordinance; otherwise the ordinance shall be void.
14. The special exception shall expire upon a change in ownership, possession, operation or management of the facility.

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**APPLICATION
ADULT USE SPECIAL EXCEPTION
ALCOHOLIC BEVERAGES FOR OFF-PREMISES CONSUMPTION**

Date of Application: _____

DESCRIPTION OF PROPERTY

Property location: (Street Number) _____ (Street Name) _____

Existing Use of Property _____

Current Building Square Footage _____

Proposed Use _____

Proposed Building Square Footage _____

Trade Name of Business (If applicable) _____

APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax number () _____

E-mail address of applicant: _____

2. Name of property owner: (Last) _____ (First) _____ (MI) _____ (

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

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(Revised July, 2013)

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

REQUIRED ATTACHMENTS:

- ✓ Required application fee, **\$355.00** (if check, make payable to Norfolk City Treasurer).
 - Application fee includes a non-refundable \$5 technology surcharge.
- ✓ Two 8½ inch X 14 inch copies of a survey or site plan (required for new construction or site improvements) drawn to scale showing:
 - All existing and proposed structures,
 - Driveways,
 - Parking,
 - Landscaping,
 - Property lines (see attached example).
- ✓ Two 8½ inch X 14 inch copies of a floor plan drawn to scale showing where cold and/or room temperature alcoholic beverages will be sold. (see attached example).
- ✓ Completed Exhibit A, Description of Operations (attached).
- ✓ Please provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: _____ **Sign:** _____ / _____ / _____
(Property Owner or Authorized Agent Signature) (Date)

Print name: _____ **Sign:** _____ / _____ / _____
(Applicant or Authorized Agent Signature) (Date)



EXHIBIT "A"
Description of Operations
Off-Premises Sale of Alcoholic Beverage

Date of Application: _____

Name of business: _____

Address of business: _____

Name(s) of business owner(s)*: _____

Name(s) of property owner(s)*: _____

Name(s) of business manager(s)/operator(s): _____

Daytime telephone number (): _____

*If business or property owner is partnership, all partners must be listed.

*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

<u>Facility</u>		<u>Alcoholic Beverage Sales</u>	
Weekday	From _____ To _____	Weekday	From _____ To _____
Friday	From _____ To _____	Friday	From _____ To _____
Saturday	From _____ To _____	Saturday	From _____ To _____
Sunday	From _____ To _____	Sunday	From _____ To _____

2. Type of alcoholic beverage applied for:

☐ Beer ☐ Wine ☐ Mixed Beverage

3. Alcoholic beverages to be sold:

☐ Room temperature ☐ Refrigerated

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Exhibit A – Page 2
ABC-Off

4. As a general rule, the City does not approve selling beer in a single-sized serving container or selling wine in a bottle that is less than 375 milliliters. If you are seeking approval to sell servings that do not meet these criteria, please explain your justification as well as indicate what sizes you would sell:

Signature of applicant/owner

EXAMPLE

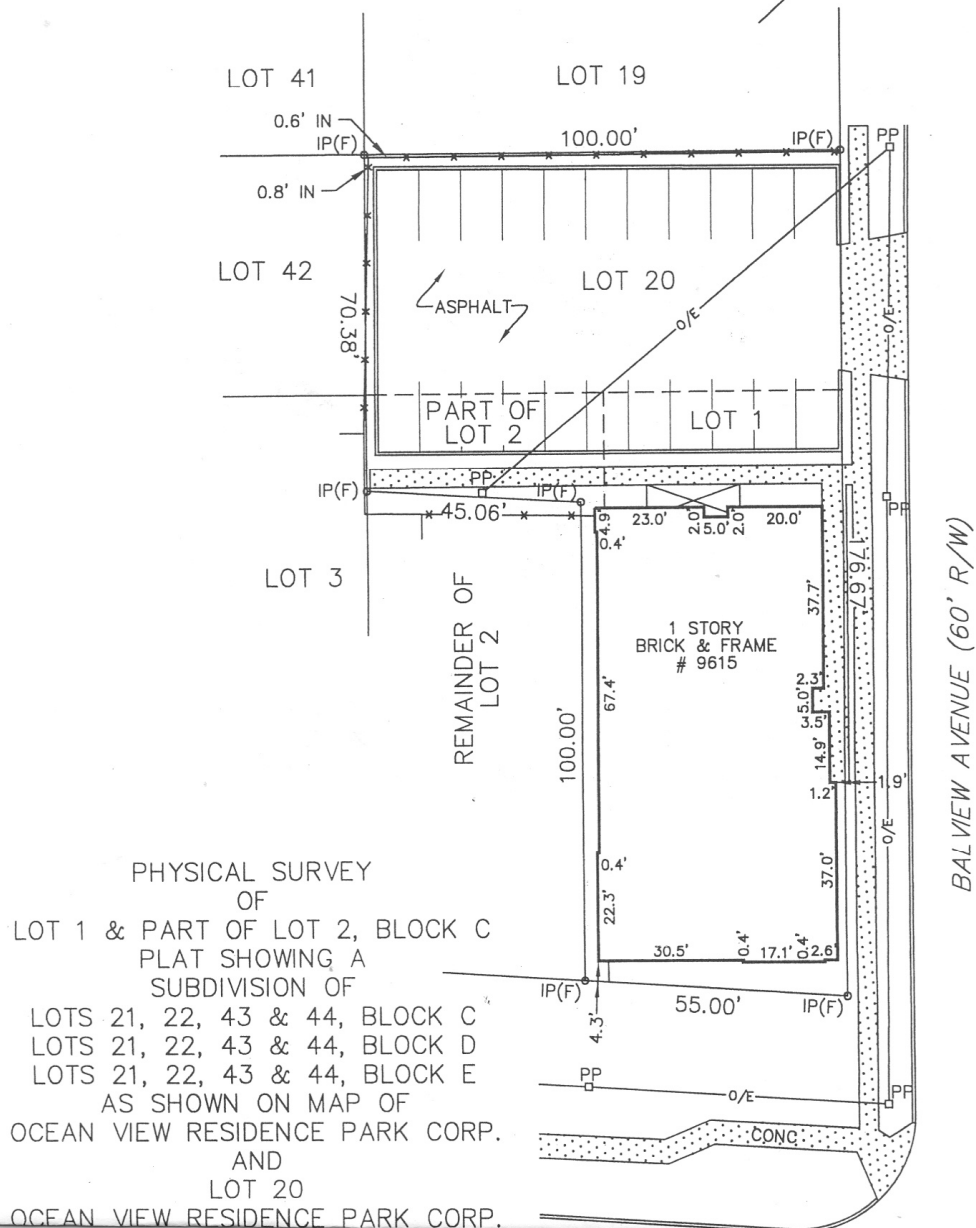
Survey

THIS IS TO CERTIFY THAT I, ON NOV. 19, 2007, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED: *Ward M. Holmes*

NOTES:

- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "C" FLOOD ZONE
ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0010D, REVISED
APR. 17, 1984.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT,
AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.



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Conceptual Site Plan
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